



September 25, 2012

Dear Principal:

Thank you for accepting candidate(s) participating in the Master's Program - Educational Leader Level 1 (Principal) at Grambling State University. These candidates are enrolled in EDLD 500 Visionary Leadership and School Management this Fall and are required to complete leadership related field-based hours during the term. The purpose of this internship is to provide candidates with administrative field experiences in a school setting that contributes to improving student achievement. A list of suggested internship activities that candidates may engage in are listed below. Each intern is required to keep a log of all activities and to prepare an electronic portfolio for submission at the end of the final summer term in the program.

In addition, we request that you please use the attached Internship Evaluation (Advanced Programs) form to rate each candidate during his/her internship at your school. University supervisors will also visit your school to observe and evaluate the interns. If you have questions, please contact Dr. Vicki R. Brown (brownvr@gram.edu) at 318-274-2785 or Dr. Patricia Johnson (johnsonp@gram.edu) at 318-274-3155.

Suggested Internship Activities Include:

Assisting with:

Planning for faculty professional development (2.4) Scheduling (pupils, classes, staff) (3.2)
Planning for School Improvement (2.3) Developing/revising faculty handbook (1.2)
Developing/revising student handbook (6.3) Interviewing/selecting faculty/staff (3.3)
Developing/revising school budget (3.3) Developing inservice training projects (2.4)
Conducting a faculty needs assessment (2.1) Preparing state and district reports (6.2)
Developing emergency procedures (3.1) Analyzing School Test Data (1.2)
Coordinating school-community relations (4.1) Developing school field trip policies (1.5)
Testing coordination/implementation (5.1) Planning summer school programs (7.1)
Facilitating/monitoring formal school programs (5.3) Evaluating Curriculum (2.2)
Evaluating Program Effectiveness and Completing/Assuming other duties as assigned by the principal (7.4)

Patricia P. Johnson, Ph. D.